

To the Party Addressed:

Emergency Action Plans (EAP) are an integral and important part of the Federal Energy Regulatory Commission's dam safety program. An EAP has two important phases in its development. First, an owner of a dam develops a well-conceived plan that will enable its employees to properly react to emergency situations. We believe that dam owners have successfully completed the first phase of EAP development. Secondly, to ensure successful implementation of an EAP, it is crucial that other parties have a good understanding of their role, particularly agencies that have responsibilities for evacuation of downstream inhabitants.

The Commission's EAP Guidelines require you to annually test the state of training and readiness of your key personnel responsible for actions during an emergency. This type of testing procedure is very important, but it has limitations because there is no active participation by State and local emergency preparedness agencies. Because more in-depth testing of an EAP is essential for all parties, periodically a more comprehensive test with agency participation is necessary.

The comprehensive exercise involves gathering representatives in a meeting format and having them "act out" their responsibilities and actions for a simulated emergency in a stressful environment with time constraints. The purpose of the exercise is to test the EAP, including the notification plan, ensure the local agencies understand the information available in the EAP, including the inundation maps, observe the actions the agencies will take once they receive notification that a dam has failed, evaluate the exercise, and discuss possible changes to the EAP to improve its effectiveness.

To conduct the Functional Exercise, it will be necessary to coordinate with the appropriate emergency preparedness agencies to develop and schedule the test, conduct the exercise and engage in critique and follow-up discussions regarding the exercise. The exercise should test both the internal and external actions in response to the EAP. To obtain responses from the participants in the test, the licensee will need to develop a list of questions (messages) that would elicit a response that shows the level of understanding of their respective roles in an actual emergency.

We have developed an "EAP Exercise Design Course" to discuss exercise requirements and the design process. The course covers the FERC requirements of a comprehensive EAP exercise, including the functional exercise. It addresses the how, what and why of exercises, and the steps required to develop, conduct, evaluate, and follow-up an effective exercise. We will present the 2 day EAP Exercise Design Course once for calendar year 2006. The course will be held in Austin, TX on April 25-26, 2006. A special training opportunity will also be offered by FERC on the day following the EAP Course. The FERC, USBR, USACE, ASDSO, and Foos & Associates, LLC recently developed a security and vulnerability assessment methodology, Dam Assessment Matrix for Security and Vulnerability Risk (DAMSVR). An overview of this new method will be given from 8:00 to noon on April 28th at the same location as the EAP Exercise class. Organizations participating in the EAP Exercise Design class will be given first priority to attend this DAMSVR overview session. Class size will be limited to approximately 40 participants.

Due to meeting room size limitations the classes will be filled on a "first come first served" basis. We recommend you register early. Hotel registration will close 30 days prior to the scheduled date of the course.

Prior to making hotel reservations, please [register](#) for the course.

In addition to the course, you should consider attending one or more of the functional exercises held by other licensees as they provide practical training on how the exercise is conducted. A schedule of upcoming exercises will be provided at the course. We strongly suggest that you or your staff avail yourselves of these opportunities.

Inquiries may be directed to:

Paul Shannon – 202-502-8784 – paul.shannon@ferc.gov

or

Dave Snyder – 202-502-8968 – david.snyder@ferc.gov